

<p>I. <u>Position Title:</u>     Executive Secretary - Community Development</p>	<p><u>Revision Date:</u>     05/2013</p> <p><u>EEO Category:</u>     Admin. Supp.</p> <p><u>Status:</u>             Non-Exempt</p> <p><u>Control No:</u>        30662</p>
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II. Summary Statement of Overall Purpose/Goal of Position:

Under direct supervision of the Community Development Director, performs typing for Administration; maintains files and confidential records; prepares agendas; receives and handles telephone calls and walk-in public.

  

III. Essential Duties:

- Receive and handle telephone calls and walk-in public.
- Type various office correspondence, memoranda, and other documents for administration.
- Respond to a variety of correspondence using own discretion with minimal direction from the director.
- Maintain appointments and prepare agendas for Community Development Director.
- Sort and distribute office correspondence.
- May handle various, specially assigned administrative activities as designated by the director including facilitating projects, programs, research, or report preparation.
- Back-up Building/Safety division, the Special Events Coordinator and the Planning Secretary when needed.
- Maintain department budget files.
- Receive, record, and balance cash payments.
- Transcribe minutes for Board of Adjustments and, if necessary, Planning Commission meetings.
- Order office supplies and equipment using CCS purchasing program.
- Collect time sheets and input data into CCS payroll program.

  

IV. Marginal Duties:

- Perform other duties as assigned.

  

V. Qualifications:

**Education:** Requires one year secretarial or business training.

**Experience:** Requires two years prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for education.

**Certifications/Licenses:** Requires a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is pre-requisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic planning/development functions and activities.

**Responsibility for:** Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the proper person who can assist them; making appointments and agendas for the Director.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules. Communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Type 65 wpm; requires regular use of office equipment, including a computer, printer, copier, fax machine, and telephone system; occasional use of a typewriter.

**Analytical Ability:** Prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; moderate physical exertion is present because of moderate stooping and kneeling required. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines and interaction with people.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_